

# Registering a Foreign Non-Profit Corporation

A step-by-step guide to using the Secretary of  
State's Online Business Filing System



BUSINESS SERVICES  
MISSOURI  
SECRETARY  
OF STATE

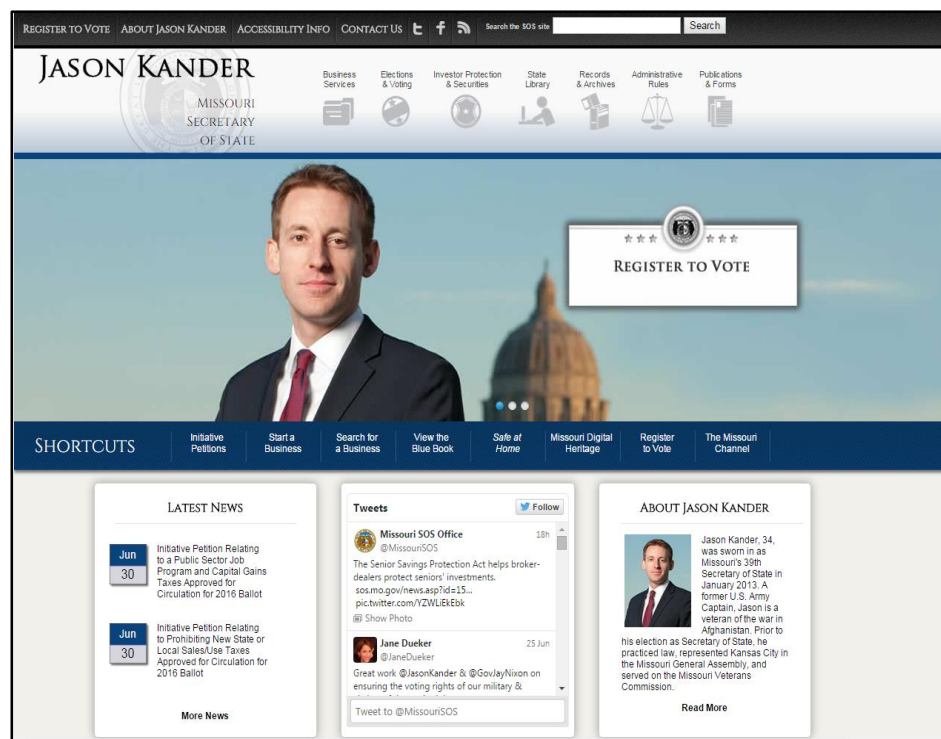


This guide is designed to help individuals navigate the Missouri Secretary of State's online business filing system to file a foreign non-profit corporation. Please view our [FAQ page](#) explaining the difference between domestic and foreign entities.

Please consult an attorney and accountant before filing with our office. Choosing the proper business entity for you and your business is an extremely important decision that must be tailored to every person's unique needs and circumstances. This guide does not provide tax or legal advice. It is only designed to navigate the Missouri Secretary of State's online filing system.

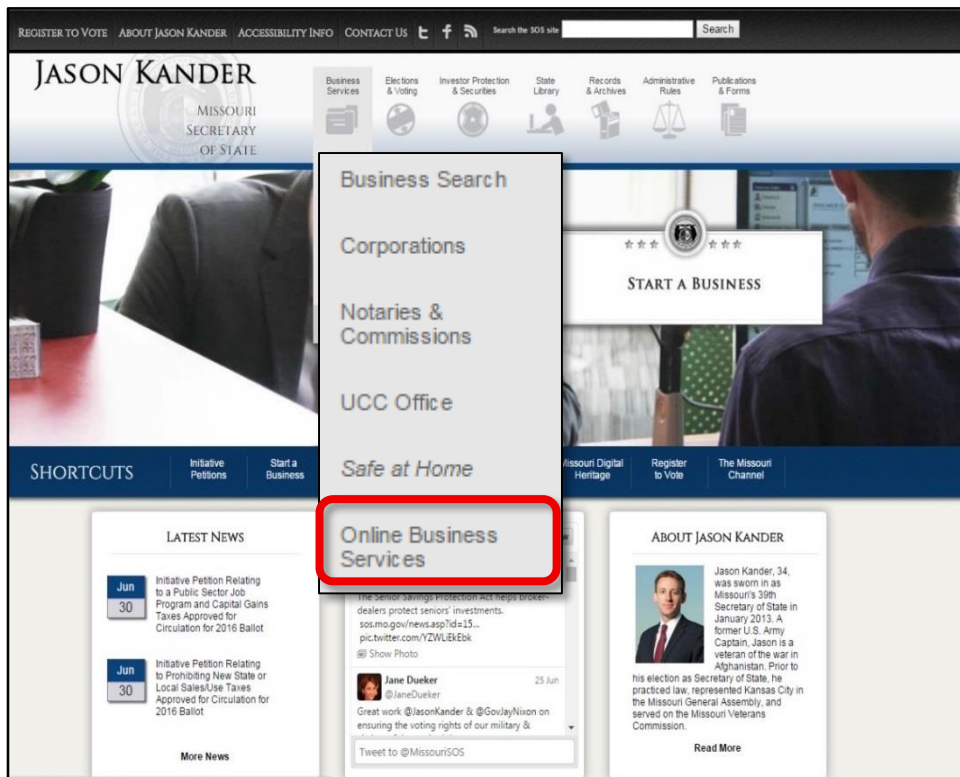
Please give us a call at 1-866-223-6535 or email us at [corporations@sos.mo.gov](mailto:corporations@sos.mo.gov) if you have any questions about the registration process.

Links to additional business resources are listed on the final page.



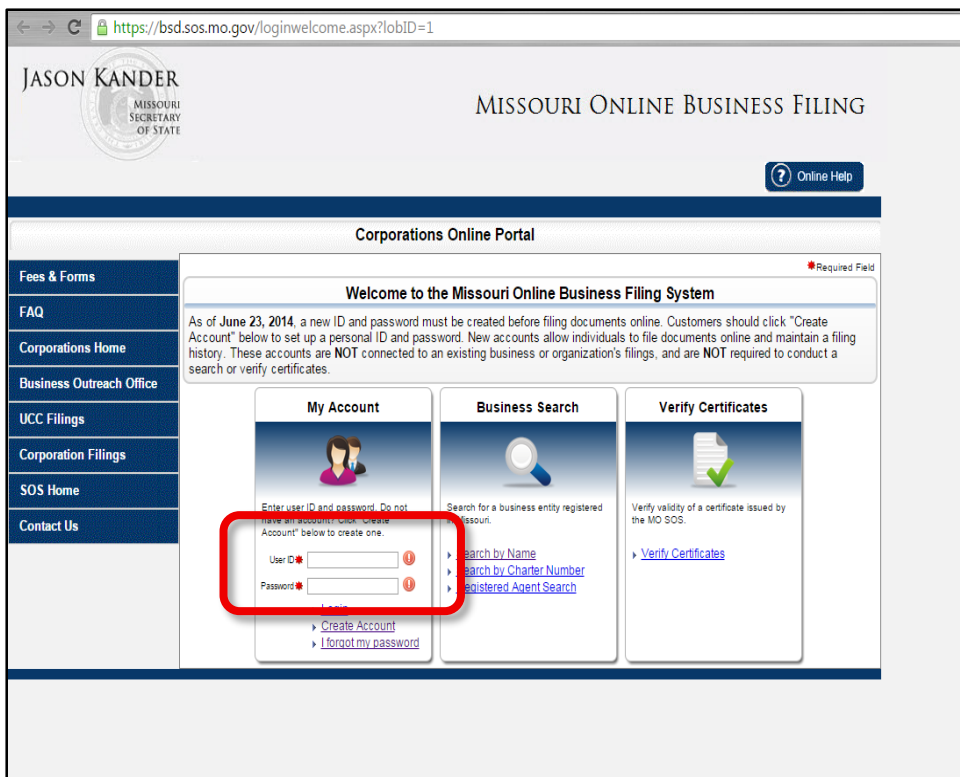
### Step 1

Go to [www.sos.mo.gov](http://www.sos.mo.gov).



## Step 2

At the top, under “Business Services,” mouse over and select the last option in the drop down menu titled, “**Online Business Services**”.



## Step 3

Log into the online system. Each user must create an individual account. These accounts are unique and are separate from information associated with a business entity. If you already have an account and know your username and password, type them into the appropriate fields and click “**Login**.”

- If you do not remember your password, select “**I forgot my password**” and a temporary password will be emailed to you.
- If you do not remember your username, you will need to call our office for assistance at 1-866-223-6535 or create a new account.
- If you do not have an account, click “**Create Account**” to get started.

**Create an Online Account**

Select a unique User ID and Password. The secretary of state's office recommends you not share your password with others, keep it in a secure location, and change it regularly.

User ID

Password Policy?  Confirm Password

Security Question

Security Answer

Enter your name and address.

☒ Individual ☐ Organization

Last Name  First Name  Middle Name

Country  USA

Address Line 1  Address Line 2  Address Line 3

City  State  MO  County  Postal Code

Phone  Country Code

Email Address  Confirm Email Address

The State of Missouri makes no guarantees as to the accuracy of the information accessed, the timeliness of the delivery of transactions, and makes no warranties, expressed or implied. The Secretary of State's office, including its divisions, officers, and employees, will not be responsible or liable for any loss, consequence, or damage resulting directly from reliance on the accuracy, reliability, or timeliness of the information. The burden of responsibility remains with the filer to properly provide accurate, detailed and factual information. Any person or entity that relies on information obtained from this web site does so at the person's or entity's own risk. The user assumes the risk of verifying any materials used or relied on.

The account holder accepts responsibility for the online account established with the Secretary of State and agrees that the use of the online services will be performed in a professional manner. Further the account holder agrees that the information retrieved from Secretary of State databases will be used only in the course of normal business activities. The account holder also accepts financial responsibility for all services rendered under this account, both for filings and searches, in accordance with the Missouri Revised Statutes.

☐ **I Agree to the Terms and Conditions stated above.**

**CREATE ACCOUNT** **CANCEL**

**Step 3 (cont.)**

Enter all the appropriate information into the boxes provided.

Check the box stating *"I agree to the Terms and Conditions stated above"* and click **"Create Account"**.

**JASON KANDER**  
MISSOURI SECRETARY OF STATE

**MISSOURI ONLINE BUSINESS FILING**

MY ACCOUNT HOME SEARCH

Welcome, Elizabeth Henderson [Log Out](#)

**Nonprofit Filings**

**LLC Filings**

- [Create LLC](#)
- [Amend/Correct LLC](#)
- [Change Reg. Agent/Address](#)
- [All Other LLC Filings](#)

**Business Entities (S, LLP, etc.)**

- [Business Entity](#)
- [Correct/Dissolve](#)
- [Reg. Agent/Address](#)
- [Registration Report](#)
- [Business Filings](#)

**Additional Filings**

- [Request Reinstatement](#)
- [File a Merger](#)
- [File a Consolidation](#)
- [File a Pre-Clearance](#)
- [Submit a Service of Process](#)
- [Renew Name Reservation](#)

**Fictitious Names**

- [Register Fictitious Name](#)
- [Renew Fictitious Name](#)
- [Correct Fictitious Name](#)
- [Cancel Fictitious Name](#)

**Statements & Copies**

- [File Annual Report](#)
- [File Biennial Report](#)
- [Print Registration Report](#)
- [Order Good Standing](#)
- [Order Certified Copies](#)
- [Verify Certificates](#)
- [Check My Orders](#)

**My Account & Filing History**

- [Correct a Rejected Filing](#)
- [In Progress Filings](#)
- [Filing History](#)
- [Payments and Billing](#)
- [Update Account](#)
- [Update Password](#)

**Step 4**

After you have successfully logged in, you will be directed to the filing "Home" tab. Locate the box titled "Nonprofit Filings" box and click the first option: **"Create Non-Profit Corp."**

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

Create a new entity

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

Create a New Entity File an Amendment File a Registration Report

Type  Required Field

Select "Foreign" if the entity is incorporated in any state/country outside of Missouri.

Domestic or Foreign  x

Filer Doe, Jane  
555 Main  
Fulton, MO 63251  
To change this information update [My Account](#).

Please Note: A credit method is required to complete an online creation filing. If you have question at 1.866.223.6535.

**BEGIN**

**Step 5**

From the "Create a new entity" tab, ensure "Nonprofit Corporation" is selected in the "Type" field.

From the drop down menu, select "Foreign". Please view our [FAQ page](#) explaining the difference between domestic and foreign entities.

Click **"BEGIN"**.

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HOME STATE NAME

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

Name Required Field

PREVIOUS: NEW FILING

**NEXT: NAME IN MO**

**Step 6**

Next, you will create a legal name for your company.

- Read the instructions in yellow at the top.

- Once you've chosen your business name, click **"NAME IN MO"**.



**NAME IN MISSOURI**

The name you entered is not available. Below is a list of the potential name conflicts found in the Missouri SOS database. Please choose a different name.

Reenter the name of the Non-Profit Corporation in its foreign state/jurisdiction and click the next button. The system will check the foreign name availability and requirements in Missouri.

Name has to be distinguishable from any other entity registered as a corporation, LP, LLP, or LLC name or name reservation.

May contain the word corporation, company, incorporated, or limited or may end with an abbreviation of one of said words (Inc., Co, Corp, Ltd.)

If the name is not available in Missouri, enter another name to perform the name availability check by entering a new name and clicking the Next button again.

Name \*

PREVIOUS: HOME NAME

NEXT: GENERAL INFO.

**Step 7**

Next, you will name your non-profit corporation in Missouri. The name must be unique to your non-profit corporation. Read the yellow box for more information on availability.

The name may contain the word corporation, company, incorporated, or limited, or may end with an abbreviation of one of said words (Inc., Co, Corp, Ltd.)

Enter your name in the name box. If the name is not available the box with the red X in the corner will appear and you will be prompted to enter another one.

Once you have named your non-profit corporation, click **"GENERAL INFO"**.

**GENERAL INFORMATION**

HOME NAME	NAME IN MO	GENERAL INFO.	PRINCIPAL ADDRESS	REG. AGENT	OFFICERS	CERT. EXISTENCE	REVIEW FILING SIGNATURE(S)	SHOPPING CART
<p>Enter corporation's duration, formation date and purpose.</p> <p>The effective date of this document is the date it is filed by the Secretary of State of Missouri, unless you indicate a future date.</p>								

Date of Incorporation \*

Organized in \* USA

Corporation purpose \*

Enter the specific purpose(s) of its business in Missouri.

effect today. If you want a future effective date, enter a date that is no more than 90 days after today.

Future Effective Date?

Check if corporation has members  
☒ Members  
☐ No Members

Check if corporation does not have members  
☐ No Members

Check if corporation would be a public benefit  
☒ Public Benefit  
☐ Mutual Benefit

Check if corporation would be a mutual benefit  
☐ Mutual Benefit

PREVIOUS: NAME IN MO

NEXT: PRINCIPAL ADDRESS

**Step 8**

Fill out all of the required information (noted with a red star).

Read the yellow box at the top for information on the effective date of the document.

Once you have finished, click **"PRINCIPAL ADDRESS"**.

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**PRINCIPAL ADDRESS**

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

Enter Principal Office address.

Country: USA  
Address Line 1: PO Box is not acceptable as the first line of the address.  
Address Line 2:   
City:   
Address Line 3:   
State: MO Zip:   
City:   
State: MO Zip:

PREVIOUS: GENERAL INFO. NEXT: REG. AGENT

**Step 9**

Enter the Principal Office address for your non-profit corporation. Be sure to fill out all the areas marked with a red star.

Once you are finished, click **“REG. AGENT”**.

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**REGISTERED AGENT**

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

Enter the name and physical address of the corporation's registered agent in the State of Missouri.

Click the **I DO NOT WANT TO SEARCH** button to add a Registered Agent without performing a search or to change information about the current Registered Agent. Click the **SEARCH REG. AGENT** button to add a Registered Agent by searching through the database and selecting one of the existing entities.

**Add Registered Agent**

☒ Reg. Agent is Individual ☐ Reg. Agent is Organization

First Name: Middle Name: Last Name:   
Starting With: SEARCH REG. AGENT

**I DO NOT WANT TO SEARCH** **CANCEL REG. AGENT**

**Registered Agent**

Actions	Type	Name	Address	Since	To	Status
No records to display.						

**Step 10**

Specify a registered agent.

A registered agent is an individual/organization who receives all notifications of due process for the company.

[Read more about registered agents.](#)

- Click **“I DO NOT WANT TO SEARCH”** to add a Registered Agent without searching.
- Click **“SEARCH REG. AGENT”** to search the database and selecting a registered agent.

**NOTE:** A registered agent must consent to being the registered agent for your business.

**Jason Kander**  
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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

REGISTERED AGENT

**Add Registered Agent**

☒ Reg. Agent is Individual ☐ Reg. Agent is Organization

First Name \* John Middle Name Last Name \* Smith Suffix

Country \* USA

PO Box is not acceptable as the first line of the address.

Address Line 1 \* 555 Mills Rd

Address Line 2

Address Line 3

City \* Columbia State \* MO Zip \* 65201

Registered Agent must reside in MO.

**SAVE REG. AGENT** **CANCEL REG. AGENT**

**Registered Agent**

Actions	Type	Name	Address	Since	To	Status
No records to display.						

**Step 11**

Clicking **"I DO NOT WANT TO SEARCH"** will force you to enter the registered agent's information.

A physical address is required. A PO Box may only be used if a physical address is also provided on line 1.

The use of the physical address of a UPS Store or similar mailing/receiving/forwarding service for the registered agent's address is prohibited.

Enter the appropriate information for your registered agent. When finished, click **"SAVE REG. AGENT"**.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

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REGISTERED AGENT

**Business Entity Fees & Forms**

**Business Entity FAQ**

**Business Entity Home Page**

**Business Entity Online Filing**

**Business Outreach Office**

**Business Entity Contact Us**

**UCC Online Filing**

**Secretary of State Home Page**

**Registered Agent**

Enter the name and physical address of the corporation's registered agent in the State of Missouri.

Actions	Type	Name	Address	Since	To	Status
Update Delete	Reg. Agent is Individual	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

**PREVIOUS: PRINCIPAL ADDRESS** **NEXT: OFFICERS**

**Step 12**

Once saved, you can review and edit the Registered Agent information. From here, you may click **"Update"** to change the information, or click **"Delete"** to search for or reenter the Registered Agent information.

Click **"OFFICERS"** to continue.



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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**OFFICERS AND DIRECTORS**

Business Entity Fees & Forms

Business Entity FAQ

**Add Officer/Director**

Type ☒ Individual ☐ Corporate

☒ Director ☐ Chairman ☐ Assistant Secretary ☐ Assistant Treasurer ☐ President

☐ Secretary ☐ Treasurer ☐ Vice President ☐ Officer ☐ Other

First Name \* John Middle Name Last Name \* Doe Suffix

Country \* USA

Line 1 \* 123 Main St

Line 2

City \* Jefferson City State \* MO Zip \* 65101

**SAVE** **CANCEL**

**Officers and Directors**

Actions	Officers Type	Name	Address	Since	To	Status
No records to display.						

**Step 13**

Enter the name and business or home address of the corporation's officers and directors.

Be sure to fill in all required spaces.

Once you are finished, click **"SAVE"**.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**OFFICERS AND DIRECTORS**

Business Entity Fees & Forms

Business Entity FAQ

Business Entity Home Page

Business Entity Online Filing

Business Outreach Office

Business Entity Contact Us

UCC Online Filing

Secretary of State Home Page

**ADD NEW**

Enter the name and business or home address of the corporation's officers and directors. Officer or Director information is needed.

**Officers and Directors**

Actions	Officers Type	Name	Address	Since	To	Status
Update Delete	Director	Doe, John	123 Main St Jefferson City, MO 65101			Active (Pending)

**PREVIOUS REG. AGENT** **NEXT CERT. EXISTENCE**

**Step 14**

Once saved, you can review and edit the Officer information. From here, you may click **"Update"** to change the information, click **"Delete"** to search for or reenter the Officer information, or you may click **"ADD NEW"** to add another officer.

Once the information is correct, click **"CERT. EXISTENCE"**.

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MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**CERTIFICATE OF EXISTENCE**

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

You must submit a current (not more than 60 days old) certificate of good standing or certificate of existence with this application. This may be obtained from the Secretary of State or other authority that issues corporate charters in your state of domicile.

Select document to attach. Supported formats: PDF, TIFF, TIF. The size limit is 8 MB.

Attach Certificate  **Browse...**

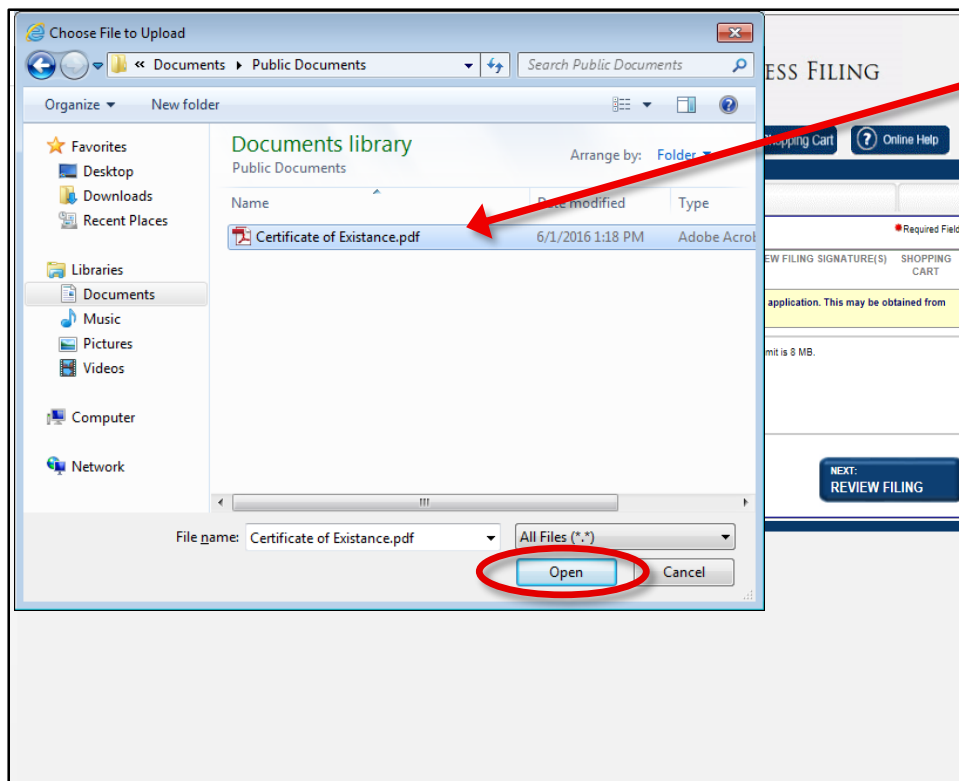
[Click to finalize.](#)

PREVIOUS: OFFICERS NEXT: REVIEW FILING

**Step 15a**

Now you will upload a current certificate of good standing or certificate of existence.

To upload, click Browse.

**Step 15b**

Select the file you want to upload by clicking on it, you will know it has been selected when it is highlighted.

Next, click "Open".

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**CERTIFICATE OF EXISTENCE**

**Business Entity Fees & Forms**

Business Entity FAQ

Business Entity Home Page

Business Entity Online Filing

Business Outreach Office

Business Entity Contact Us

UCC Online Filing

Secretary of State Home Page

HOME NAME NAME IN MO GENERAL INFO. PRINCIPAL ADDRESS REG. AGENT OFFICERS CERT. EXISTENCE REVIEW FILING SIGNATURE(S) SHOPPING CART

You must submit a current (not more than 60 days old) certificate of good standing or certificate of existence with this application. This may be obtained from the Secretary of State or other authority that issues corporate charters in your state of domicile.

Attach Certificate Select document to attach. Supported formats: PDF, TIFF, TIF. The size limit is 8 MB.

C:\Users\Public\Documents\Example.pdf

Click to file. Upload

PREVIOUS: OFFICERS

NEXT: REVIEW FILING

**Step 15c**

Once your file has been opened, click Upload to complete your certificate upload.

To move to the next page, click **“REVIEW FILING”**.

**Business Entity Home Page**

**Business Entity Online Filing**

**Business Outreach Office**

**Business Entity Contact Us**

**UCC Online Filing**

**Secretary of State Home Page**

PREVIOUS: CERT. EXISTENCE SAVE FILING NEXT: SIGNATURE(S)

Update Filer Acknowledgement Information

Filer Name Doe, Jane  
Filer Address 666 Main St  
Filer City Fulton, MO 65201

Contact Doe, Jane  
Phone (873) 622-0000

Update HOME STATE NAME

Name Fake Company

Update NAME IN MISSOURI

Name Non-Profit Corporation Name

Update GENERAL INFORMATION

EE Type Nonprofit Corporation  
Domesticity Foreign  
Organized In USA Arkansas  
Date of Incorporation 6/1/2016  
Duration Perpetual  
Corporation purpose Non-profit Corporation  
Future Effective Date?

Members No Members  
Public Benefit Mutual Benefit

Update PRINCIPAL ADDRESS

Country USA  
Address Line 1 800 Main St  
Address Line 2  
City Jefferson City State MO Zip 65201

Update REGISTERED AGENT

Type	Name	Address	Since	To	Status
Registered Agent is Individual	Smith, John	555 Mills Rd Columbia, MO 65201			Active (Pending)

Update OFFICERS AND DIRECTORS

Officers Type	Name	Address	Since	To	Status
Director	Doe, John	123 Main St			Active (Pending)

☐ I acknowledge that the information provided above is true and correct.

PREVIOUS: CERT. EXISTENCE SAVE FILING NEXT: SIGNATURE(S)

**Step 18**

You will see an overview of your non-profit corporation. Review all information for accuracy before checking the box stating *“I acknowledge that the information provided above is true and correct.”*

- You may click **“SAVE FILING”** to save your progress and continue later.
- Or, you may move onto the next step by clicking **“SIGNATURE(S)”**.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**SIGNATURE(S)**

Business Entity Fees & Forms

Business Entity Home Page

Business Entity Online Filing

Business Outreach Office

Business Entity Contact Us

UCC Online Filing

Secretary of State Home Page

Individual

First Name \* John Middle Name Last Name \* Doe Suffix

Title \* Chairman

SAVE CANCEL

Actions Name Type

Update John Doe Chairman

Delete

☒ In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo)

**Step 19a**

An authorized person or organization must provide an electronic signature. To do so, fill out the information to add a signature, then press **"SAVE"**.

If you wish to add another signer, click **"ADD SIGNER"**.

Once you have completed and saved the signature(s), move on to the second part of this step.

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MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**SIGNATURE(S)**

Business Entity Fees & Forms

Business Entity FAQ

Business Entity Home Page

Business Entity Online Filing

Business Outreach Office

Business Entity Contact Us

UCC Online Filing

Secretary of State Home Page

Authorized signature is required.

Section 575.040, RSMo

ADD SIGNER

Actions Name Type

Update John Doe Chairman

Delete

☒ In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo)

PREVIOUS: REVIEW FILING

NEXT: SHOPPING CART

**Step 19b**

Once you have completed the required information select the box that says, *"In Affirmation thereof, the facts stated about are true and correct"*.

Click **"SHOPPING CART"** to continue.

**MISSOURI ONLINE BUSINESS FILING**

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Jane Doe Log Out

**Shopping Cart**

Business Entity Fees & Forms  
Business Entity FAQ  
Business Entity Home Page  
Business Entity Online Filing  
Business Outreach Office  
Business Entity Contact Us  
UCC Online Filing  
Secretary of State Home Page

SHOPPING CART PAYMENT CORRESPONDENCE

**Shopping Cart**

Actions	Priority	Item / Type	Filing Name	Quantity	Fee/Amount	Total Due
Modify Remove from Cart Delete	1	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A)		1	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A) (F) \$25.00	\$25.00

Total Items: 1 Total Due: \$25.00 plus convenience fee\*

A small convenience fee will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

**NEXT: PAYMENT**

**Step 20**

In your shopping cart you should see the Application for a Certificate of Authority.

If you need to add another filing or order copies/certificates, you may click the boxes at the top.

If you are ready to move onto the payment step click **"PAYMENT"**.

**MISSOURI ONLINE BUSINESS FILING**

MY ACCOUNT HOME SEARCH Shopping Cart Online Help

Welcome, Bailey Mitchell Log Out

**Payment Information**

SHOPPING CART PAYMENT CORRESPONDENCE

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)

Select Payment Method **Select**

Subtotal \$25.00  
Convenience Fee \$0.00  
Total \$25.00

The Missouri Secretary of State's Office accepts online payments using a **credit card** or **E-Check** (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees or charges by bank draft.

- Electronic Bank Draft (E-Check)** - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card** - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of Collector Solutions, Inc., is a secure and confidential website.

☐ I Agree to the Terms and Conditions stated above.

PREVIOUS: SHOPPING CART NEXT: SUBMIT PAYMENT

**Step 21**

Select a payment method from the drop down menu.

- The options are Credit Card or Electronic Check.
- If you'd like to pay through ACH, please contact our office at: **1-866-223-6535** or [corporations@sos.mo.gov](mailto:corporations@sos.mo.gov).

The convenience fees for this transaction are:

- Credit Card: Transaction amount total between \$0 and \$50 is \$1.25
- Electronic Check: \$0.50

**Business Entity Home Page**  
**Business Entity Online Filing**  
**Business Outreach Office**  
**Business Entity Contact Us**  
**UCC Online Filing**  
**Secretary of State Home Page**

Your payment total will be calculated once a payment method is selected. Convenience fees are not assessed, collected or retained by the state. You may read more about how convenience fees are calculated [here](#).

Shopping Cart (1 - Items)  
 Select Payment Method \* **Credit Card**

**Credit Card Information**  
 Card Type \* **Visa**  
 Credit Card Number \*  CVV \*  [What is this?](#) Expiration \* **01 - Jan** **2016**  
 Name on Card \*

**Billing Address**  
 Country \* **USA**  
 Street Address \*   
 City \*  State \* **MO** Postal Code \*   
 Phone \* ( ) - -

Subtotal **\$25.00**  
 Convenience Fee **\$1.25**  
 Total **\$26.25**

The Missouri Secretary of State's Office accepts online payments using a credit card or E-Check (Electronic Bank Draft). E-Check is an easy and secure method that allows you to pay your filing fees or other fees charges by bank draft.

- Electronic Bank Draft (E-Check)** - You will need your routing number, checking account number, and your next check number.
- Debit & Credit Card** - The Secretary of State's Office accepts MasterCard, Discover, Visa, and American Express. Debit cards are accepted and processed as credit cards.

NOTE: By accessing this filing and payment system, the user will be leaving Missouri's website and connecting to the website of Collector Solutions, Inc. The website of

☐ **I Agree to the Terms and Conditions stated above.**

PREVIOUS: **SHOPPING CART** NEXT: **SUBMIT PAYMENT**

**Step 22**

Complete the payment information.

Click *"I Agree to the terms and conditions stated above"*.

Click **"SUBMIT PAYMENT"** to continue.

**JASON KANDER**  
 MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

MY ACCOUNT HOME **SEARCH** Shopping Cart Online Help

Welcome, Jane Doe [Log Out](#)

**ORDER SUMMARY**

**VIEW/PRINT ORDER SUMMARY**

Filer: Doe, Jane  
 555 Main  
 Fulton, 65251 (United States)

Amount Paid: \$26.25  
 Payment Method: Credit Card  
 Payment Authorization: Y234526Y

If the filing status is listed as "Under Review", the filing has been submitted to a holding queue for a Secretary of State employee to review/accept/reject and you will receive a notification upon processing.

**Order Items**

Actions	Queue Item No	Description	Regarding Entity	Fee	Status
<a href="#">View Details</a>	ORI-08012016-0002	Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A)	Non-Profit Corporation Name	\$25.00	Under Review
		Convenience Fee		\$1.25	

Convenience fees are not assessed, collected or retained by the state.

**Step 23**

After you submit your payment, click **"VIEW/PRINT ORDER SUMMARY"** to view a printable pdf of your order summary.



Jason Kander  
Secretary of State  
State of Missouri

**ORDER SUMMARY**  
June 01, 2016

Order No: 10773317      Order Date: 06/01/2016 02:10 PM

Primary Filer: JANE DOE  
555 MAIN  
FULTON MO 65251

TOTAL DUE: \$0.00

Product Description	Ship Via	Qty	Pgs	Unit	Extended	Amt Due
Application for a Certificate of Authority of a Foreign Non Profit Corporation (Form 55A) (F)	Email	1	0	\$25.00	\$25.00	\$0.00
Regarding Entity: Non-Profit Corporation Name Item No: ORI-06012016-0002 Convenience Fee				\$1.25	\$1.25	\$0.00
<b>Order Total:</b>				\$26.25	\$0.00	

**Step 24**

After clicking on one of the files, it will be visible in the browser.

If you mouse over the pdf, a menu will appear with a print icon and a save icon. This will look different depending on what browser you are using.

JASON KANDER  
MISSOURI SECRETARY OF STATE

MISSOURI ONLINE BUSINESS FILING

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Welcome, Lesley Lueckenotte   [Log Out](#)

**CORPORATIONS DIVISION**

LLC Filings	Nonprofit Filings	Other Business Entities (Corps, LLP, etc.)	Additional Filings
<a href="#">Create LLC</a> <a href="#">Amend/Correct LLC</a> <a href="#">Change Reg. Agent/Address</a> <a href="#">All Other LLC Filings</a>	<a href="#">Create Non-Profit Corp.</a> <a href="#">Amend/Correct</a> <a href="#">Change Reg. Agent/Address</a> <a href="#">File/Print Registration Report</a> <a href="#">All Other Non-Profit Filings</a>	<a href="#">Correct a Rejected Filing</a> <a href="#">In Progress Filings</a> <a href="#">Filing History</a> <a href="#">Payments and Billing</a> <a href="#">Update Account</a> <a href="#">Update Password</a>	<a href="#">Update Account</a> <a href="#">Update Password</a>

**Step 25**

If in the future if you need to print or view filed documents, you may do so by going to the "My Account & Filing History" box from the home page and clicking "**Filing History**".

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## Additional Reporting Requirements

*What are the other reporting requirements for Non-profits?*

Non-profit corporations are required to immediately file if any changes occur to their articles of incorporation, management structure and/or their registered agent or the agent's office address. (RsMO Chapter 355)

*Do Non-profits have to file Annual Registration Reports?*

After incorporating, the first annual report is not due until the August of the following year. All non-profit annual reports are due at the end of August each year. These reports may be submitted online or via email, mail, or fax. There is a \$5.00 discount for submitting the report online. Submit on time to avoid late fees and possible Administrative Dissolution or Revocation.

Please give us a call at 1-866-223-6535 or email us at [corporations@sos.mo.gov](mailto:corporations@sos.mo.gov) if you have any questions about the registration process.

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## Resources for Entrepreneurs and Business Owners

*Below are just a few links to the resources available to you when starting and growing a business in Missouri. Take some time to review these sites and take advantage of the many opportunities available to you.*



[www.ded.mo.gov](http://www.ded.mo.gov)

The Missouri Department of Economic Development has numerous resources for new and existing businesses. You can find a comprehensive list of all state business assistance programs and incentives at

<https://ded.mo.gov/businesses/BusinessAssistance.aspx>



[www.business.mo.gov](http://www.business.mo.gov)

The Missouri Business Portal offers many resources to help businesses of all sizes and in all industries start, grow and manage their businesses. You can find educational resources about entrepreneurship to listings of hundreds of available shovel-ready sites and development properties.



[www.mosourcelink.com](http://www.mosourcelink.com)

Focused on helping businesses and nonprofits in the startup and growth phases of their life cycle, MOSourceLink brings together resources from across the state. You can find information about how to evaluate your business idea: <http://www.mosourcelink.com/startup/evaluate-your-idea> and help finding free business counselors in your area using *TheResourceNavigator*: <http://www.mosourcelink.com/startup/meet-with-a-counselor>, <http://www.mosourcelink.com/resources/find-a-resource>